

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Tuesday, December 22, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Patty Hoeft, Jack Kruger, Tom Lund, Tony Theisen, Andy Williams
Also Present: Tom Hinz, Jayme Sellen, Bob Heimann, Lisa Wilson, Brian Shoup,
Lynn VanderLangenberg, Kerry Blaney, Bill Dowell
Debbie Klarkowski, John Luetscher, Adam Warpinski
Other Interested Parties

I. **Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

(Supervisor Williams arrived 5:32 p.m.)

III. **Approve/Modify Minutes of November 18, 2009:**

Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

1. **Review of Minutes:**

a. **Housing Authority (11/16/09):**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

Communication:

2. **Communication from Supervisor Knier re: Adopt a resolution requiring a salary study for each position and candidate filled by appointment. (Referred from December County Board):**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to hold until January meeting. MOTION APPROVED UNANIMOUSLY

3. **Communication from Supervisor Williams & Supervisor Knier re: To adjust the Classification and Compensation Plan for Brown County Employees downward two steps. (Referred from December County Board):**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to hold until January meeting. MOTION APPROVED UNANIMOUSLY

4. **Communication from Supervisor Knier re: Require Human Resources to provide cost of living adjustments based on location when providing comparable salary numbers. (Referred from December County Board):**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to hold until January meeting. MOTION APPROVED UNANIMOUSLY

Treasurer:

5. **Treasurer's Financial Reports for the month of September and October:**
Kerry Blaney referred to his report in packet material, stating that returns on investments are less than projected due to the present economy.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve the financial report. MOTION APPROVED UNANIMOUSLY

6. **Budget Status Financial Report for September 30 and October 31, 2009:**
Blaney reiterated that interest income is considerably under budget due to significant interest rate reductions by the Federal Reserve.

Motion made by Supervisor Williams and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY

Facility & Park Management:

- 7 **Budget Status Financial Report for October 31, 2009:**
Bill Dowell reported that expenditures and revenues are on track to meet year end budget goals.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

- 8 **Budget Adjustment Request (#09-115): Increase in expenses with offsetting increase in revenue (See attached for details):**

Dowell explained that this request will approve allocation of a \$25,000 donation from the Green Bay Packers as well as various other smaller donations for several projects at the new CTC building including artwork, TV's, and an ice cream cooler.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY

9. **Budget Adjustment Request (#09-139): Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification (see attached for details):**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

10. **Director's Report:**

A list of major projects projected for 2009 was distributed and is attached. Dowell highlighted those projects under Arena Complex, Facility Management, along with several listed under Parks Management. (See report for details.)

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file, MOTION APPROVED UNANIMOUSLY

Department of Administration:

11. **2009 Budget Adjustment Log:**

Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

12. **Grant Application Approval Log:**

The Grant Application Log was reviewed with two applications in the Sheriff's Department, two in Public Safety, and one in PALS-LIO noted.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

13. **October 2009 Property Tax Levy Financial Report:**

Lynn VandenLangenberg highlighted information from the County-wide financial report for those departments with property tax levy as included in packet material. She reported that overall the County budget is expected to be \$1,325,184 positive.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY

14. **Administration – Budget Status Financial Report for October 31, 2009:**

Savings were reported in contracted services due to temporary help expenses for implementation of the new ERP being less than anticipated. Additional contracted services expenditures will be incurred for accounting services expected to be complete by the end of the year. Transfer in covers the actual salaries and fringe of three LTE staff hired to help with the implementation of the new ERP.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY

15. **Information Services – Budget Status Financial Report for September 30, 2009:**

Utility costs are below budget due to the VOIP project phone services being delayed until June. Early implementation of new fiber lines created lower costs in the AT&T line charges. Charges for the new data center have been less than budgeted which has recognized additional savings in utilities. Contracted Services are less than budget due to the fiber optic maintenance costs being over-projected. Bob Heimann further explained that this budget is funded by chargebacks to departments based on an overhead formula and labor direct

expenses. Transfer in is the 2009 costs incurred for fiber optics which were bond funded and then transferred as an asset to IS.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY

16. **Budget Adjustment Request (#09-134): Increase in expenses with offsetting increase in revenue (see attached for details):**

Ms. VandenLangenberg explained that Information Services has generated unbudgeted revenue by participating in a printer upgrade promotion offered by Market Velocity. This request would allocate those funds to the equipment replacement plan for replacement of failing printers.

Motion made by Supervisor Williams and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY

17. **Information services Update for Administration Committee December 22, 2009:**

Bob Heimann reported that the fiber optic project had final building connections completed on 12/4/09. Trouble shooting on two faulty fiber strands is underway. The IS Department now needs to connect from their equipment to the fiber connection points. Fiber to the CTC was completed ahead of schedule and was operational by the time of their October move. Additional sites recently added to the fiber network include the Southwest Library, Ashwaubenon Library, and UW Extension offices. Future sites will be added in early 2010.

Another issue addressed related to questions at the November County Board meeting regarding time spent correcting monthly inpatient/outpatient, and pharmacy statements. Heiman explained many of these issues will be gone when the new software is installed for all CTC processing

Heiman also reported that after five months of discussions with one of Brown County's telecommunications vendors, the IS Department prevailed and the County was awarded a \$10,500 credit on billing.

Discussions continue with the City of Green Bay related to electrical power to the County Board/City Council Chamber desks at the City Hall.

Dave Bauman was been hired as the new IS System Administrator, beginning employment on December 8th.

Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY

18. **Director's Report:**

Lynn VandenLangenberg highlighted activities during the last reporting period:

- Don Hein will begin splitting his duties between the Sheriff's Department and the Department of Administration on January 4th.

- Meetings have been held within the Human Services Department regarding staff changes
- Year end audit planning is underway
- Work continues on the time/attendance and scheduling system
- HR piece of the financial system will be installed following installation of the time and attendance system
- A few electronic modules still require installation
- An RFP is being drafted regarding electronic medical records

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

Human Resources:

19. Budget Status Financial Report for October 31, 2009:

Debbie Klarkowski reported that all cost categories are within budget.

Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

20. Human Resources Activity Report for November 2009:

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

21. 2010 Budget – Summary of Position Eliminations:

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY

22. Request to Fill Vacancy: Director of Administration:

The Director of Administration position will be vacated by Lynn VandenLangenberg in January 2010. Ms. Klarkowski requested that the position be filled. It is currently budgeted in the Table of Organization and will have no fiscal impact. Ms. VandenLangenberg has agreed to be available during the transition process.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

23. Request for Benefits for LTE Position:

Ms. Klarkowski reported that effective 1/1/2010 an employee will be assigned to a limited term position within the Department of Administration for implementation of the new financial system. Per County Code, a limited term position is not eligible to receive benefits. Ms. Klarkowski stated that this employee is critical to the success of the Payroll and Benefit Conversion Project, therefore requested benefits for the employee for the duration of the project. Fringes associated with the limited term position total \$24,781.27. Monies are available in the project budget, therefore, there will be no budget impact.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

24. **Director's Report:**

a. **Hiring of Organizational Development Coordinator:**

Lynn VandenLangenberg has accepted the role of Organizational Development Coordinator in the Human Resources Department effective January 2010 at Step 7, Grade 19 (salary \$64,551). This is a new position to Brown County and as the position develops, Ms. Klarkowski stated she will return to committee with a reclassification request.

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to approve. MOTION APPROVED UNANIMOUSLY

25. **Child Support** – Budget Status Financial Report for October 31, 2009:

26. **Corporation Counsel** – Budget Status Financial Report for October 31, 2009:

27. **County Clerk** – Budget Status Financial Report for October 31, 2009:

Motion made by Supervisor Williams and seconded by Supervisor Theisen to suspend the rules to approve 25, 26 & 27. MOTION APPROVED UNANIMOUSLY

Other:

28. **Audit of Bills:**

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve audit of bills. MOTION APPROVED UNANIMOUSLY

29. **Such Other Matters as Authorized by Law:**

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to adjourn at 6:13 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary

Facility and Park Management - Major Projects 2009

12/22/2009

Major Projects	Budget	Account	Proj Mgr	Schedule	Status
Arena Complex					
1 Arena Door Replacement	\$ 35,000	Arena Renovation Fund	Oudeans	TBD	Rescheduled and budget allocated to Snow Protection / TBD Shopko Hall Doors
2 Hall of Fame Roofs	\$ 10,000	Arena Renovation Fund	Oudeans	2010	Rescheduled for 2010 (PMI Repairs 2009)
3 Shopko Hall Drainage	\$ 48,500	Arena Renovation Fund	Curell	4th Qtr 2009	Electrical Boxes Repaired
4 Construct Environmental Walls	\$ 33,000	Arena Renovation Fund	Curell	1st Qtr 2009	Complete
5 Arena Roof Snow Protection System	\$ 18,500	Arena Renovation Fund	Oudeans	1st Qtr 2010	Zeise Construction, Steel on order
Total Arena Projects	\$ 126,500				
Facility Management					
1 Communications Center	\$ 30,100	2008 Capital Bond	Oudeans	2nd Qtr 2009	Project Complete, Move in June 2009
Com Ctr Design	\$ 179,763	2008 Capital Bond	Oudeans	2nd Qtr 2009	Complete
Com Ctr Com Agent	\$ 14,200	2008 Capital Bond	Oudeans	2nd Qtr 2009	Complete
CMAR GMP	\$ 3,759,379	2008 Capital Bond	Oudeans	2nd Qtr 2009	Complete
IS Construction (in GMP)	\$ 194,205	IS Fiber Bond	Raye	2nd Qtr 2009	Complete
FFEMoves	\$ 1,086,718	2008 Capital Bond	Nickle	2nd Qtr 2009	Complete
Owner/LEED	\$ 199,745	2008 Capital Bond	Oudeans	2010	LEED Certification in work
EOC Electrical	\$ 30,100	2009 Carry Over		2nd Qtr 2009	Complete
Total Protect	\$ 5,209,775			2nd Qtr 2009	Construction Complete
2 Courthouse Dome Repair	\$ 186,250	2008 Capital Bond	Oudeans	4th Qtr 2009	Project Completed Oct 2009
3 County Clerk Office Remodeling	\$ 28,000	2007 Outlay Carryover	Oudeans	2010	Planning, Rescheduled for 2010
4 Courthouse Hearing Rooms	\$ 372,000.00	2009 Capital Bond	Oudeans	2nd Qtr 2010	Architect RFP's received 12/14/09; Architect selection by Dec 31
5 Clerk of Courts Renovation	\$ 137,000.00	2009 Capital Bond	Oudeans	2nd Qtr 2010	Architect RFP's received 12/14/09; Architect selection by Dec 31
6 Aging and Disability Parking Lot Project	\$ 82,380	ADRC Account	Oudeans	2nd Qtr 2009	Project Completed June 2009
7 BC CTC Building	\$ 20,930,000	2008 Capital Bond	Curell	1st Qtr 2010	Complete, addressing final building project issues
New HS Bldg - Design	\$ 1,089,693	2007 Capital Bond	Curell	4th Qtr 2009	Complete, awaiting final billing
New HS Bldg - Commissioning Agent	\$ 69,040.00	2007 Capital Bond	Curell	1st Qtr 2010	50% Complete
New HS Bldg - Construction	\$ 18,674,079	2007 Capital Bond	Curell	1st Qtr 2010	Complete, addressing final building issues
New HS Bldg - FFE	\$ 596,527	2008 Capital Bond	Curell	1st Qtr 2010	Addressing remaining FF&E issues
NEW HS Bldg - Owner/LEED	\$ 500,661	2008 Capital Bond	Curell	3rd Qtr 2010	Awaiting USGBC on Construction submission
Total Project	\$ 20,930,000			1st Qtr 2010	Occupied Oct 2009, addressing final building project issues
8 Library Upgrade PreDesign/Repairs	\$ 150,000	2009 Capital Bond	Curell	2nd Qtr 2010	Assessment Complete; Safety issues in work; RFP for predesign approved at Dec County Board Meeting
9 Jail Pod Study/PreDesign	\$ 25,000	2009 Operations	Curell	3rd Qtr 2009	Complete
10 Two A/C Condensers for WRC	\$ 25,000	2009 Capital Outlay	Curell/Danielski	3rd Qtr 2009	Complete, Condensers installed July 2009
11 Water Heater for WRC	\$ 6,500	2009 Capital Outlay	Curell/Danielski	4th Qtr 2009	Project Complete, Installed Oct 2009
12 Shelter Care Roof Replacement	\$ 35,000	2009 Capital Outlay	Machnik/Rowe	1st Qtr 2010	Construction Contract awarded Dec 2009
13 Northern Bldg Chiller Compressors	\$ 18,234	2009 Carry Over	Machnik/Danielski	3rd Qtr 2009	Complete, Compressors installed Jul 2009
14 CHS Cameras (NB 8, Sophie 9)	\$ 20,000	2009 Carry Over	Laurant	1st Qtr 2010	Cabling and Camera Contracts to be awarded Dec 2009
15 Jail: Parking Lot Drain Repairs	\$ 6,000	2008 Capital Outlay	Machnik/Rowe	2010	Rescheduled for 2010
16 Walk Behind Carpet Extractor	\$ 11,000	2009 Capital Outlay	Machnik/Laurant	2nd Qtr 2009	Received
17 Courthouse Square Furniture	\$ 10,000	2009 Capital Outlay	Machnik/Laurant	NA	Requirements not identified in 2009
18 Ice/Water Machine for Northern Bldg	\$ 5,800	2009 Capital Outlay	Danielski	3rd Qtr 2009	Complete, Equipment installed July 2009
19 Server Room Gaseous Fire Suppression System	\$ 37,750	2009 Carry Over	Machnik/Danielski	2nd Qtr 2009	Complete, System installed Apr 2009
Total FM Projects	\$ 27,293,789				

Facility and Park Management - Major Projects 2009

Parks Management									
1	Wrightstown Parking Lot Expansion - Feasibility and Design	\$ 20,000	2009 CO Boat Landing Outlay	Hanson/Hartman	2009	Feasibility Study Completed			
2	Install Fairgrounds Restroom Partitions	\$ 18,500	2009 Park Operations	Hanson	1st Qtr 2009	Complete			
3	Playground Development/Renovation Initiative	\$ 125,000	2010 Park Trust Spec Rev	Hartman	2010	Held Over to 2010			
4	Suamico River Bridge	\$ 115,600	2007 DNR Grant	Hartman	2010	Held Over to 2010			
5	Wrightstown Boat Launch Dredging	\$ 40,000	2009 CO Boat Landing Outlay	Hartman	2010	No Bidders - will need to rework project			
6	Bay Shore Launch Master Plan	\$ 20,000	2009 Boat Launch Spec Rev	Hartman	2010	Held Over to 2010			
7	Dog Park Development	\$ 10,000	2009 CO Operations	Hartman	2009	Project Cancelled per County Board			
8	Way-Morr Parking Lot Renovation	\$ 100,000	2008 Capital Bonding	Hartman	2nd Qtr 2010	Reconstruction and base coat asphalt complete - final asphalt spring 2010			
9	Tractor/Mower	\$ 60,000	2009 Park Outlay	Kriese	2nd Qtr 2009	Complete			
10	Roof/Skylights - Barkhausen	\$ 34,000	2009 Park Outlay Other	Kriese	4th Qtr 2009	Project Awarded - Scheduled Dec 2009			
11	Suamico Boat Launch Renovation	\$ 53,000	2009 CO Boat Landing Outlay	Kriese	2nd Qtr 2009	Complete			
12	Marsh Overlook Access	\$ 10,000	2009 Park Trust Spec Rev	Kriese	4th Qtr 2009	Materials Delivered - 80% Constructed			
13	Grooming Snowmobile	\$ 8,400	2009 Ski Special Revenue	Kriese	1st Qtr 2009	Complete			
14	Restroom Fixture Replacement	\$ 5,041	2009 Park Bldg Repair	Ledvina	2nd Qtr 2009	Materials Delivered - 2010 Install			
15	Replace Pines Shelter Seating	\$ 22,000	2009 Park Bldg Repair	Rickaby	4th Qtr 2009	Complete			
16	Todd Tech Groomer - Barkhausen Ski Trails	\$ 8,200	2009 Ski Special Revenue	Rickaby	1st Qtr 2009	Complete			
17	Fox River Trail Pavement Expansion	\$ 113,560	2009 CO Rails to Trails Outlay Friends Group Donations/Grant	Hartman/Kriese	3rd Qtr 2009	Complete			
18	Fox River Trail Interpretive Signage	\$ 17,000	2009 CO Park Trust Outlay/2008 WI Coastal Mgt	Hartman	2nd Qtr 2009	Complete			
19	Existing Dog Park Renovation	\$ 15,000	Donations	Hartman/Ledvina	4th Qtr 2009	Fencing Complete			
20	Design Services for TE Grant FRT Pavement	\$ 18,000	2009 Rails to Trails Professional Services	Hartman	4th Qtr 2009	Complete			
		\$ 813,301							